

## **SAMPLE & STEPS: example of a reflection written using gibbs reflective cycle:**

### **Description:** *answering the question(s) “what happened?”:*

In this session, my peers discussed time management techniques that can help improve mental health, productivity and work-life balance effectively, as well as reducing stress levels. The session explained the importance of time management, especially for medical students, and introduced strategies such as the Pomodoro Technique, Eisenhower Matrix, Time Blocking, and the Ivy Lee Method. These methods emphasize setting SMART goals, prioritizing tasks, avoiding procrastination, and dedicating time for rest and personal activities, rather than wasting this time on social media, otherwise known as “doom scrolling”. My peers also mentioned some apps that can help us effectively manage our time, and plan our days like Forest and Khotta. Then the audience was given a chance to ask questions and share their own techniques, some even describing their day in detail. Overall it was an enjoyable session that was very beneficial.

### **Feelings:** *answering the question(s) “how did I feel during the scenario? How did I feel after? How do I feel now?”:*

During the session I was very interested, because I personally struggle with managing my time. I find it easy to plan and organize my day, but difficult to commit, and it truly helped. After the session I felt optimistic and excited to try most of the techniques shared by my peers. Now, I feel satisfied, I find that the Pomodoro technique and the Eisenhower Matrix works best for me, boosting my productivity allowing me to study and complete my tasks efficiently and with ease.

### **Evaluation:** *answering the question(s) “was it good or bad?”:*

The session was very beneficial as it gave me many clear tools to help me make use of my time in the most efficient way possible. It made me realize I need to practice discipline in actually following the plans I make, otherwise these strategies may not work effectively.

### **Analyze:** *answering the question(s) “why was it good or bad?”:*

The session made me realize I need to practice discipline in actually following the plans I make, otherwise these strategies may not work effectively. In addition, it also revealed multiple ways to tackle my procrastination, since I often put things off until the deadline stresses me out enough to complete it. Trying techniques, like “Eat That Frog”, has definitely taught me to tackle the toughest task, helping me build momentum and eventually completing my to-do list.

**Conclusion:** *answering the question(s) “what have you learned?”:*

I learned that time management is a skill I can develop and improve with time and discipline, it is something I must learn to be the best student I can be and succeed in the medical field. Additionally, applying the mentioned structured methods can help students create a realistic study plan and make steady progress.

**Action Plan:** *“what will you do if it happens again?”*

When writing my to-do list, I will use the Eisenhower Matrix technique. I will also set aside at least two 90-15 Pomodoro sessions per day for more focused and effective study sessions. To ensure consistency and discipline, I will review my plan at the end of each day and reward myself with anything I might enjoy that day, whether an activity or a treat. Over time, I plan to improve my efficiency and productivity, while also reducing unnecessary stress and chances of burn out.

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This is my sample for time management, but I’m going to give you the easiest way possible to write this:

- 1) **Take the reference sent by the dr. and attach it in chatgpt with this prompt:**  
“ Write a reflection on the attached source, I need to use it as a reference to write my own. The reflection should follow Gibbs' Reflective Cycle.”
- 2) **Paste the sample provided by chatgpt on a document**
- 3) **AND THIS IS VERY IMPORTANT!!!!!!!!!!!!!!** Start changing the words, just slightly or add in your personal experiences so you wouldn't be flagged with plagiarism or AI (I don't even know if they check but just in case, so dont blame me plz <3, we know this from highschool)

**For example:**

***This is what chatgpt wrote:***

“Action Plan:

I will begin by planning my week every Sunday, using the Eisenhower Matrix to categorize my tasks. I will also set aside at least three Pomodoro sessions per day for focused study. To ensure consistency, I will review my plan at the end of each day and make adjustments. Over time, I aim to improve my efficiency and reduce last-minute stress.”

***This is what I changed:***

“Action plan:

When writing my to-do list, I will use the Eisenhower Matrix technique. I will also set aside at least two 90-15 Pomodoro sessions per day for more focused and effective study sessions. To ensure consistency and discipline, I will review my plan at the end of each day and reward myself with anything I might enjoy that day, whether an activity or a treat. Over time, I plan to improve my efficiency and productivity, while also reducing unnecessary stress and chances of burn out.”

4) **lastly just remove the titles and make it look like an essay**, like this:

“In this session, my peers discussed time management techniques that can help improve mental health, productivity and work-life balance effectively, as well as reducing stress levels. The session explained the importance of time management, especially for medical students, and introduced strategies such as the Pomodoro Technique, Eisenhower Matrix, Time Blocking, and the Ivy Lee Method. These methods emphasize setting SMART goals, prioritizing tasks, avoiding procrastination, and dedicating time for rest and personal activities, rather than wasting this time on social media, otherwise known as “doom scrolling”. My peers also mentioned some apps that can help us effectively manage our time, and plan our days like Forest and Khotta. Then the audience was given a chance to ask questions and share their own techniques, some even describing their day in detail. Overall it was an enjoyable session that was very beneficial. During the session I was very interested, because I personally struggle with managing my time. I find it easy to plan and organize my day, but difficult to commit, and it truly helped. After the session I felt optimistic and excited to try most of the techniques shared by my peers. Now, I feel satisfied, I find that the Pomodoro technique and the Eisenhower Matrix works best for me, boosting my productivity allowing me to study and complete my tasks efficiently and with ease. The session was very beneficial as it gave me many clear tools to help me make use of my time in the most efficient way possible. It made me realize I need to practice discipline in actually following the plans I make, otherwise these strategies may not work effectively. The session made me realize I need to practice discipline in actually following the plans I make, otherwise these strategies may not work effectively. In addition, it also revealed multiple ways to tackle my procrastination, since I often put things off until the deadline stresses me out enough to complete it. Trying techniques, like “Eat That Frog”, has definitely taught me to tackle the toughest task, helping me build momentum and eventually completing my to-do list. I learned that time management is a skill I can develop and improve with time and discipline, it is something I must learn to be the best student I can be and succeed in the medical field. Additionally, applying the mentioned structured methods can help students create a realistic study plan and make steady progress. When writing my to-do list, I will use the Eisenhower Matrix technique. I will also set aside at least two 90-15 Pomodoro sessions per day for more focused and effective study sessions. To ensure consistency and discipline, I will review my plan at the end of each day and reward myself with anything I might enjoy that day, whether an activity or a treat. Over time, I plan to improve my efficiency and productivity, while also reducing unnecessary stress and chances of burn out.”

***You don't have to use chatgpt you can write the whole thing from scratch but I find that it saves me time and energy ngl. Go study anatomy a7sanlakom. Anyways I hope this helped, as always, if you have any questions don't hesitate to reach out, I'll gladly help, and don't get flagged with AI.***

Good luck  
~ Luluwah Wazzan